

## How to Enter a Cadastral Location

To search by location for a well registration in the Imaged Records database, the legal description must be converted as in the following example:

**Legal Description** "the SW quarter of the NE quarter of the SE quarter of Section 4, Township 1N Range 8E"

should be entered as

**Location** A-1-0-8-0-4DAC

where

A = Quadrant of the state. This is derived from the township and range directions:  
*Township 1N Range 8E* (NE = A, NW = B, SW = C, SE = D)

1 = Township

0 = Represents a whole Township. Occasionally there is a ½ Township, and a 5 needs to be entered instead. The 0 or 5 must be entered, or search results won't appear.

8 = Range

0 = Represents a whole Range. Occasionally there is a ½ Range, and a 5 needs to be entered instead. The 0 or 5 must be entered, or search results won't appear.

4 = Section

D = ¼ Section, 160 acres

A = ¼ of the ¼ Section, 40 acres.

C = ¼ of the ¼ of the ¼ Section, 10 acres.

Letters are not case sensitive. Be sure to enter the dashes as shown in the example.

If the ¼ sections are not known, just enter a wildcard (\*) in their place: Ex. A-1-0-8-0-4\*. This search finds all wells in section 4. The wildcard character can be used anywhere within the Location or Well number.

If you have any questions please contact:

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or toll free in Arizona at 1-800-352-8488.